**How to Conduct Friendly and Productive**

**College and Career IEP Meetings**

**00:00:00 to 00:04:15 Introduction**

* Introduction of Presenters
* Overview of DPI and Connection to new CCR IEP Guidance
* Review Importance of Welcoming/Honoring Families so They Can Better Connect to Student Learning

**00:04:15 to 00:09:38 Overview of WSEMS Presentation**

* Description of Purpose and Development of this Presentation
* What you Know, Think You Know, Want to Know
* Reading of Participants Comments for Know, Think they Know, Want to Know

**00:09:38 to 00:30:40 Section 1: People**

* Getting the Right People in the Meeting
* Real Life Comments from Families and Educators
* Tips for Bringing People Together (00:12:40)
* Real Life Comments from Families and Educators (00:15:38)
* Tips on Creating Connections (00:16:00)
* Real Life Comments from Families and Educators (00:17:00)
* Tips on Dealing with Conflict and Understanding Emotions (00:17:45)
* Using the “Questions” Document with this Training (00:25:53)
  + Handout included in resources with this training – use these questions when training with educators and families at the end of each section
* Webinar Participant Questions / Comments for this Section (00:27:41)

**00:30:40 to 01:54:40 Section 2: Process**

* Introduction to Process of an IEP Meeting
* Positions and Interests
* [Understanding Positions and Interests Video from CADRE](http://www.directionservice.org/cadre/flashtours/positions_demonew.htm) (00:35:07)
* Discussion of Video and CADRE Resources for Trainings (00:42:38)
* Continued Discussion of Positions and Interests
* Survey Results of Families and Educators on IEP Experiences (00:46:55)
* Real Life Comments from Families and Educators (00:48:20)
* Tips for Prior to IEP Meeting (00:50:40)
* Tips on Understanding the IEP (00:53:00)
* Tips on Exchanging Information Prior to IEP Meeting (00:57:30)
* Tips on Ensuring the Right People are Present (01:00:00)
* Discussion of Welcoming Environment at IEP Meeting (01:00:40)
* Tips on Creating a Comfortable Environment (01:03:10)
* Tips on First Impressions (01:07:10)
* Participant Question about Guidelines on Who can be Brought to an IEP Meeting by Family and School (01:10:30)
* Sharing of Participant Comments on Creating Welcoming Environment (01:17:14)
  + Discussion on Communicating who is Coming to the Meeting
* Real Life Comments from Families and Educators (01:22:30)
* Tips on Beginning the Meeting (01:23:00)
* Real Life Comments from Families and Educators (01:24:50)
* Discussion of Seating Arrangement and Creating a Team Environment (01:25:50)
* Tips on Working Together at a Meeting (01:27:00)
* Real Life Comments from Families and Educators (01:30:20)
* Tips for Communication during IEP Meetings (01:30:50)
* Real Life Comments from Families and Educators (01:32:20)
* Referral to WSEMS for IEP Facilitation (01:32:40)
* Referral to WSEMS for IEP Mediation (01:34:50)
* Discussion of Mediation and Facilitated IEP Meetings (differences and purposes)
* [WSEMS Video on Mediation and Facilitated IEPs](http://www.wsems.us/multimedia/training-videos/) (01:39:10)
* Discussion of Mediation and Facilitated IEP WSEMS Resources and Value (01:49:13)

**01:54:40 to 02:11:15 Section 3: Outcomes**

* Introduction to Outcomes of IEPs
* Real Life Comments from Families and Educators (01:57:15)
* Tips on if IEP was Not Completed (01:57:45)
* Tips on if IEP was Completed (01:59:15)
* Tips on IEP Provisions – Clarity of IEP for Resources for Student (02:02:55)
  + Ensure Interests of IEP Team Members are Being Considered
  + Connecting Families to IEP Goals, Supports, Accommodations
  + Student Self-Advocacy
* Participant Questions and Comments for Outcomes Section (02:09:00)

**02:11:15 to 02:29:33 Section 4: Follow Through**

* Introduction to Follow Through of IEP Meetings
* Real Life Comments from Families and Educators (02:12:30)
* Tips on Communication after the IEP Meeting (02:13:20)
* Question about Guidelines on Sending IEP Information Electronically (email) and Confidentiality (02:14:10)
* Conclusion – Final Thoughts, Resources, and Questions (02:19:00)

**02:29:33 End of Webinar**

**Resources**

**General Resources on Family Engagement and Autism Updated in the following online Folder:** [**https://drive.google.com/folderview?id=0B3vTxXOQ1jR9VkhJOWtBM1BrRDA&usp=sharing**](https://drive.google.com/folderview?id=0B3vTxXOQ1jR9VkhJOWtBM1BrRDA&usp=sharing)

**Resources Web Sites Specific to this Webinar**

All Resources for this Webinar will be Updated and can Be Found at:

**Additional Resources Discussed in Chat Log during Live Webinar**

Here is a connection with families link from Kentucky <http://www.ckec.org/connecting-with-families-making-iep-team-meetings-work/>

CADRE web site again <http://www.directionservice.org/cadre/>

SPED in Plain Language interactive web link: <http://www.specialed.us/Parents/plainlanguageindex.htm>

SPED in plain language printable book: <https://sped.dpi.wi.gov/sites/default/files/imce/sped/pdf/spec-ed-plain-lang-english.pdf>

Intro to Special Education: <http://sped.dpi.wi.gov/sites/default/files/imce/sped/pdf/intro-se.pdf>

Post Secondary Transition Plan Demonstration site (families/students can practice navigating the PTP): <https://apps4.dpi.wi.gov/PTPDemo/Pages/DistrictMenu.aspx>

More transition resources: <https://sped.dpi.wi.gov/sped_spp-transition>

Also for transition resources: <http://www.witig.org/>

Another great resource for transition information for both schools and families are the Opening Doors Series: scroll to bottom of this page: <https://sped.dpi.wi.gov/sped_transition>

Mediation and Facilitated IEP web site in Wisconsin: <http://www.wsems.us/>

Mediation is free for families and schools and optional

<https://www.youtube.com/watch?t=1&v=KcWbJb57SSQ>

Video on mediation: <https://www.youtube.com/watch?t=1&v=KcWbJb57SSQ>

Mediation training manual: <http://www.wsems.us/wp-content/uploads/2013/11/2014-Mediation-Manual.pdf>

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We have a great webinar you can get on effective use of paraprofessionals that walks through some ideas to determine needs of students and ways to think of when student may not need assistance to promote independence. Go to dpi autism page for sign up to these past webinars. <https://sped.dpi.wi.gov/sped_autism>